

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

U.S. GOVERNMENT PRINTING OFFICE
Columbus, OH

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
"Valley Volunteer"

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Interior for the
Cuyahoga Valley National Park – Brecksville, Ohio

Single Award

TERM OF CONTRACT: The period beginning May 1, 2009 and ending April 30, 2010

MAIL OR TELEFAX REPLY REQUESTED: Please review these specifications and mail your reply to U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215 or telefax your reply to Columbus RPPO (614) 488-4577. **NO TELEPHONE BIDS WILL BE ACCEPTED.**

QUOTES ARE REQUESTED BY: 2:00 p.m., prevailing Columbus, Ohio time on,

April 9, 2009.

QUOTES MUST BE RECEIVED BY ABOVE DATE AND TIME. LATE QUOTES WILL NOT BE CONSIDERED.

BIDDERS PLEASE NOTE: Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

Abstract is available on GPO Web Site at <http://winapps.access.gpo.gov/ppd/abstracts/columbus/default.asp>

BEFORE AWARD, ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL
Linda Price (614)-488-4616, extension 22.

AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR
Jiwon Han, (614)-488-4616, extension 28.

NO COLLECT CALLS

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (revised 08/02)).

GPO PUB. 310.2 IS AVAILABLE ON GPO WEB SITE AT

<http://www.gpo.gov/printforms/index.html>

GPO PUB. 310.1 IS AVAILABLE ON GPO WEB SITE AT

<http://www.gpo.gov/printforms/index.html>

REVISED GPO DISPUTES CLAUSE (06/08) IS AVAILABLE ON GPO WEB SITE AT

<http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II
- (b) Finishing (item related) Attributes -- Level II

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved Proofs
P-8. Halftone Match	Approved Proofs
P-9. Solid or Screen Tints Color Match	Pantone Matching System
P-10. Process Color Match	Approved Proofs

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

PAYMENT: Submit all vouchers to: Comptroller, STOP FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

After award, at Government's option, the contractor must submit a copy of the print order (upon receipt of order), contractor's invoice and all mailing and/or delivery receipts (at time of invoicing) via e-mail to infocolumbus@gpo.gov or fax to 614-488-4577. One complete sample (at time of invoicing) may be required to be mailed to: US GPO; Columbus RPPO; ATTN: Program/Print Order Numbers; 1335 Dublin Road, Suite 112-B; Columbus, OH 43215.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order may be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractors's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from May 1, 2009 and ending April 30, 2010. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

DELIVERY/SHIPPING STATUS INFORMATION: The contractor is to use the GPO furnished form to report the delivery/shipment status on each order. The form is to be reproduced as needed by the contractor. This information **MUST** be furnished to GPO - Columbus, RPPO on each order. The information as contained on this form is to be faxed or called to the Columbus RPPO.

Fax Number (614) 488-9618
Telephone Number (614) 488-4616, extension 24
NO COLLECT CALLS

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of a newsletter requiring such operations as copy pickup, electronic prepress, reproducibles, proofs, printing in black, Pantone, and 4-color process, binding, packing, and delivery.

TITLE: "Valley Volunteer"

FREQUENCY OF ORDERS AND QUANTITIES: Based on prior year's usage, approximately 2 orders per year. Approximately 1,500 to 2,000 copies per order, usually 2,000.

NUMBER OF PAGES: 8-pages, (including self-cover).

TRIM SIZE: 8-1/2 x 11"

GOVERNMENT TO FURNISH: Copy will be furnished via contractor maintained FTP site. Files formatted in Windows XP. Files created in Adobe InDesign 2.0 or higher. Changes will not be made to files after visual has been generated.

Files formatted to include text, rules, line art, screens, and black and white halftones/photographs in final layout form. Black and white halftones/photographs will be linked and/or embedded in final layout form and will also be furnished as .jpg and .tif images in separate file. Reduce/enlarge to fit allotted spaces, as needed. Some keylines may print.

NPS Rawlinson and Adobe Frutiger fonts will be used. Custom letter spacing/kerning files are included. NPS Rawlinson will be provided by the Government. This font is the property of the Government and must be returned with the furnished material. The contractor must own a license for Adobe Frutiger.

Color system is CMYK. Text is rich black (build), contractor to convert to black. Inside photos are CMYK, contractor to convert to grayscale. Color separations have not been made. Color laser proofs are furnished as color separation/general layout visual for all items.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Columbus GPO Contracting Officer prior to further performance.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary files formats other than those supplied, unless specified by the Government.

Delivery/shipping status report form.

Form 905 (R. 3/90) "Labeling and marking specifications".

Print Orders (GPO Form 2511).

Blue Labels and Selection Certificates.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

All grayscale halftones/photographs are to be 133-line screen or finer.

Approximately 1 to 3 screened areas on most pages. Each page of each issue will contain approximately 2 to 10 grayscale halftones ranging in size from approximately 2 to 25 square inches.

PROOFS: All orders require two sets of composite layout/position proofs of the complete publication. Proofs shall consist of a complete product with all elements in proper position (not pasted up), and all pages imposed in correct location, imaged face and back, trimmed, and bound to the finished size of the publication. In lieu of a film based proof (i.e. Dylux, bluelines, etc.), a digital layout proof may be furnished provided that the digital proof is imaged using the same Raster Image Processor (RIP) that will be used to produce the finished product (at a minimum of 600 dpi single color or minimum 400 dpi full color at Contractor's option). Digital layout proofs must also be imaged on two sides and shall accurately predict front-to-back registration and all aspects of page layout/image assembly.

Two sets of one-piece (composite) color proofs for covers only, halftone dot quality or color-accurate continuous tone proofs, of complete publication. Color proofs must have illustrations and text matter composited. Low resolution digital proofs (less than 1,800 dpi) that are not representative of final image quality and color, as well as film overlay type proofs are not acceptable.

Proofs are to be "contract quality" and be representative of image quality and color that will be matched by the printed press sheets. Any digital proof used as a "contract proof" must be imaged to predict the appearance of the press sheet, using the same Raster Image Processor (RIP) that will be used to produce the finished product. The contractor is responsible for providing a control system that facilitates making the match between the approved proofs and the printed press sheets.

If digital proofs are provided, the make and model number of the proofing system utilized shall be furnished with the proofs.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Author's alterations (refer to page 10 (item 16) of GPO Contract Terms) and revised proofs may be required. Author's alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

The contractor must not print prior to receipt of an "Okay to Print".

STOCK/PAPER: The specifications of all stock/paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February, 2008.

Color of stock/paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or furnished color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on stock/paper the color of which, in his opinion, materially differs from that of the color sample(s). The stock/paper to be used will be indicated on each print order.

All stock used in each copy must be of a uniform shade.

White Matte Coated Offset Book, basis size 25 x 38", 70 lbs. per 500 sheets, equal to JCP Code A240.
EXCEPTION TO JCP SPECIFICATIONS: Minimum 30% post-consumer fiber required.

PRINTING: Outside self-covers: Print in 4-color process and one Pantone ink color. Heavy coverage. Contractor's option to print Pantone color as build but is required to match Pantone color specified. Balance: Print medium to heavy coverage in black ink plus one Pantone ink color. No color builds.

Pantone number(s) will be indicated on the individual print order.

MARGINS: Margins will be as indicated on the print order or electronic files. Self-cover page 1 bleeds all four sides.

BINDING: Fold, inset, saddle-wire stitch with two wire stitches and trim three sides.

PACKING: Pack in shipping containers furnished by the contractor. Shipping containers are not to exceed 30 pounds when fully packed.

LABELING AND MARKING: Refer to Contract Terms and furnished Form 905.

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Printing Office, Columbus Regional Printing Procurement Office, 1335 Dublin Road, Suite 112-B, Columbus, Ohio 43215-7034, Attn: Inspection Samples.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL):

- (a) Orders must be divided into 50 equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Copies must not be chosen from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.
- (b) These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the print order.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, shall be included.
- (d) A copy of the Government-furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any.

When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination to the following address:

Department of the Interior,
Cuyahoga Valley National Park
Central Maintenance & Receiving Section
ATTN: Arrye Rosser
9329 Riverview Road
Brecksville, OH 44141

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) to be picked up with the furnished material.

Proofs must be picked up from and delivered to Cuyhoga Valley National Park; ATTN: Arrye Rosser, 15610 Vaughn Road; Brecksville, OH 44141.

Inside pickup and delivery required. Inside pickup and delivery is defined as delivery into a Government controlled space as directed.

If an agent picks up material/proofs, the contractor must provide an adequate supply of completed manifests (airbills) to the Government agency placing the orders listing his firm as both the shipper and the consignee.

The following schedule begins the workday after notification of the availability of print order and furnished material. Contractor must confirm receipt of FTP 60 minutes after notification of availability of print order and material. The workday after notification will be the first workday of the schedule.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	<u>WD After</u>
Contractor deliver proofs	3
Contractor pickup proofs marked "OK to Print" or "OK to print with Corrections"	2
Contractor must make complete delivery.....	5

NOTE: In order for department to meet the 2 workday hold time, the "OK to Print" or "OK to print with Corrections" may be faxed to the contractor.

NOTE: When revised proofs are ordered by the government due to errors caused by the government, additional workdays will be allowed in accordance with GPO Contract Terms, Article 12(c), Extension of Schedule.

NOTE: When revised proofs are required due to errors caused by the Government, the agency may e-mail the required author's alterations to the contractor's plant.

Anticipate material and print order will be available for pickup not less than 10 working days prior to requested delivery date.

The "ship/deliver" date indicated on the print order is the date products must be received at Brecksville, OH.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must return all material and all digital deliverables furnished by the Government, together with one printed sample, to the address listed under "Schedule".

These materials must be packaged, properly labeled, and returned separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup/return of materials/proofs and furnishing sample copies, must be borne by the contractor.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 1 year's product under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I. (1) (2)

(a) 2 40

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. delivery at destination to Brecksville, Ohio.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fractional parts of 100 will be prorated at the per 100 rate.

All vouchers submitted to the GPO shall be based on the most economical method of production.

I. COMPLETE PRODUCT: Prices offered must be all inclusive in accordance with these specifications and shall include the cost of all required materials and operations (including 2 sets of proofs) necessary for complete production and delivery in accordance with these specifications.

<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
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"Valley Volunteer":

(a) 8-page issueeach issue\$_____ \$_____

(Initials)

MAIL/TELEFAX THIS PAGE TO RPPO COLUMBUS, OHIO

SCHEDULE OF PRICES

BIDDERS NAME AND SIGNATURE: Fill out and return via mail/telefax "Section 4. - Schedule of Prices", initial or sign in the space provided.

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: _____ percent, _____ calendar days.
(Refer to Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2)).

BIDDER: _____

(Street Address – City – State – Zip Code)

BY: _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Fax Number)

CONTRACTOR CODE (if known): _____

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

MAIL/TELEFAX THIS PAGE TO RPPO COLUMBUS, OHIO